



## South Molton Community Primary School ICT Acceptable use policy for staff, governors and visitors

These rules are designed to protect staff and visitors from e-safety incidents and promote a safe e-learning environment for pupils.

- I will only use the school's internet, email, computers, laptops and mobile technologies for professional purposes as required by my role in school.
- I will not disclose my password to anybody else.
- When accessing school emails or any other sensitive information relating to the school, employees will ensure that it is conducted on a device that has the appropriate security measures (anti-virus, firewall, encryption) and that it is locked out when away from the device and logged off each of the sites after use.
- I will ensure that any online communications with staff, parents and pupils are compatible with my professional role.
- I will not give out my own personal details to pupils or parents.
- I will send school business emails using my school email address, if I have been provided with one, not my personal email address.
- I will ensure that any data that I store is stored on a secure, encrypted device.
- I will not browse, download, upload or distribute any material which could be considered offensive, illegal or discriminatory.
- Images of pupils will only be taken and used for professional purposes in line with school policy with consent of the parent or carer. Images will not be distributed outside of school without the permission of the parent/carers and Headteacher.
- If it is necessary to bring my own personal devices to school, these will only be used during non-contact time without pupils.
- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will not engage in any on-line activity that may compromise my professional responsibilities.
- I will report any e-safety concerns to the designated e-safety safeguarding officer immediately using the e-safety Record of Concern.
- Mobile phones will be out of sight and switched to silent.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support the school's e-safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.

I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors / Directors and / or the Local Authority and in the event of illegal activities the involvement of the police. I understand the procedures and agree to follow them with immediate effect.

Print name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

